Jack: "Four hours."

Um, I hope you didn't have like the Hickory Burger downstairs, the big old thick burger with the – oh no wait a minute – that's what I had. Um, (laughs) cuz that's gonna put you to sleep in a minute. We're gonna start back and do some questions and answers. I appreciate you guys coming back with us for the afternoon. Uh, as you can see from the agenda, the flow of the afternoon is that we're gonna do some questions and answers, we're then gonna finish up with section F, and kick into Fabulous Federal Forms, and all the fun things that go with that. And Barbara Orlando and her great staff are gonna help us with that in just a minute. Shannon why don't you kick us off with a couple questions?

Shannon: Alrighty. Um, this is a question about survey data: If it's absent, can we use police arrest rates and anecdotal and photo support targeting a specific job?

Jack: [Laughs].

Audience: Slower!

Shannon: Oh, are you saying I talk faster than Jack, for real? Jack did you hear that? They say I talk faster than you. [Speaking slowly]: If survey data.... Okay, so basically the question is, if I don't have survey data, I don't know if they mean student survey data or what kind of survey data, cuz student surveys are the only surveys, can I use police arrests, arrest records?

Look on page 18 of the Assessment Primer., there's a column on the left-hand side that has great data indicators; it's a great place to start. Of course we encourage you to use the multiple sources of data.

Okay, core measures need to be reported in at table in the application of ten? Yes. I mean, it doesn't matter to us, if it's in a table or a chart, we've said you can put it in 10-point font, if you choose to put your core measures in a table or a chart, knock yourself out.

Again, a question where I said earlier that if, you know, if you include things we don't ask for, you need to put 'em in section M, uh, which is the optional section. So somebody asked if they could put some media stuff in there – we don't require it, but you can do it.

Um, you've described as under 18 – is this rock-solid? Yes. It is in the Drug-Free Community Support Act. And a lot of the stuff that we say to you is law – so if you haven't read the Drug-Free Community Support Act, and it's [2w] authorizations for 2001 and 2006 you might want to.

Um, and then Other Forms of Funding – people have come up to us and said "I'm a [1w] recipient, I'm a [1w] recipient, I'm a [1w] recipient – great. Um, but it doesn't mean that your coalition has been formulated in order to meet this RFA. You need to answer to this RFA and don't assume anything about the fact that you've got a coalition around forever.

We're using – somebody said we're using three different documents? The RFA, the scoring sheet and the Power Point. We're confusing you – which one's more important? Can someone answer that for me? The RFA. Thank you.

Um, all right. We kind of said we weren't gonna answer this question, but it's come up a couple times, and it's because it's in your Implementation Plan. So look at page 31. You'll see two columns that talk about outputs and outcomes.

Outputs are the number of something – the number of people that showed up at a town hall meeting, the number of kids that you're turning in to class, the number of parents who came to whatever, the number of brochures you handed out, the number of compliance checks you did.

Outcomes are measurable change. There's an example of a measurable outcome on the bottom of page 26 of the Planning Primer. We weren't kidding when that the Planning Primers were actually helpful – they are. Okay?

Um, now let me clarify some things about the difference between implementation plans, strategic plans, logic model, blablablabla. Okay? First of all, go to page 15 of your RFA, which is the most important document in front of you. Page 15 – there you will see Requirement 4. Requirement 4 states that you must have a strategic plan that addresses multiple drugs, okay? It doesn't say you must submit that strategic plan. It says you must have one. We have not asked that you submit your multi-year strategic plan.

At the bottom of page 29. Go there. It says: "applicants have the option of including (option of including) both their logic model and/or multi-use strategic plan outlining proposed or each of the four funding years following the first grant year." Go down a few more sentences, in bold print it says, "please note, inclusion of logic model in a multi-year strategic plan is optional, and thus not required in this grant. We've got several questions about the required strategic plan. It's not required. The strategic five-year multi-deal is not required.

What is required is what's on page 31 – go there. And earlier I stated to you that the RFA is now available in Word format at www.ONDCP.gov/dfc. It's at the bottom of every slide we've shown you today. Do not use the one at the Sampsa website. Someone brought it to my attention it's not working. Call the people at Sampsa's on that. Um, you can replicate this chart off that Word document. Again I'm gonna caution you that you don't start cutting other pieces from RFA and sticking them there – you stick this chart in there. Can you use 10-point font in this chart?

Audience:	Yes.
Shannon:	Thank you. You all want to do this? Doing great. So this is what is, we're asking you for is a 12-month Implementation Plan, which is on page 31. Logic Model, Multi-Use Strategic Plan, again, are optional. Any questions? No. Thank you. Good.
Jack:	All right, Dan Fletcher, how about give us a couple good questions, then we're gonna hand it to Barbara Orlando.

Dan: Jack, all the questions are good, and there are a lot of them.

Jack: Okay, then give me the ones you got the best answers for.

Dan: Uh, well that's another matter. That's another story. Well let me try a couple here. These are very good questions – you're asking extremely good questions. So we appreciate that.

Under D, do you want a descriptive narrative, and then the table action plan, or just the table action plan? Under D. Keep in mind that these sections are laid out with a series of questions. So when you get to the table in D, that's exactly what Angela showed, the table. But all the other questions are all about the story that Jack talked about telling that is descriptive and narrative.

So in ever section, generally speaking, the questions are asking you to describe, discuss, lay out your thinking, talk about the process, and its narrative. So when you think of the 26 pages in the story, the story lines or the questions that prompt the story are those questions. And so D would be narrative, with the exception of that table, which fits in and then runs through that. So that's that's the answer to that.

Um – let's see – I mixed up my question sheet. Um, Implementation Plan, page 31. Must outcomes be achieved within the first 12 months, or can outcomes be a longer term? Good question. That Implementation Plan, the 12 months, is designed to give you the opportunity to give us some specificity about what it is you're going to do during those 12 months. In the event you are able to accomplish your outcomes, great. If you're outcomes are longer term, that's fine too.

What's important there, and Angela discussed it, is the logic that cements that table together. The goal are the objectives related to that goal one and goal two, are the activities related to the objectives, are there timelines that are coherent and that follow relative to the activities, do you have timelines? So it's – that is the important thing: whether you accomplish the outcomes, if you think you're going to accomplish outcomes in 12 months, say that. But they're going to be longer-term outcomes, possible, that you can allude to, but it's very important that the first year has some actual product outputs and outcomes attached to it.

One more Jack, and then we'll come back to the rest later. This is an interesting question, I think, and it goes to some of the discussion earlier: "Our catchment area has a population of approximately 4,000, but the county has a population of over 30,000. Are we still categorized as rural?"

Well if you go to page 85, and 86, you will see a glossary – rural is defined there. So if you are thinking in terms of characterizing your county, and then you're going to do something in the county, but you're also focusing in on those 4,000 people, then you should discuss it in that context, and you should use that definition in the glossary.

Jack: All right, I'm gonna ask Cindy Riddick to come up. Thanks Dan. And give us a couple more things in terms of Grants.gov and formatting. One of the things that I had a couple

questions on at the break, because remember I told you to print it, right? Pack it ship it, right? Type it, print it, pack it, ship it. Um, when Cynthia, Cindy was talking about the grants.gov side, their first look at your grant, if you submit electronically, is gonna be electronically, right? Then they gotta print it out so we can consume it. It doesn't mean that if you submit yours in print, that it then gets digested somewhere else into electronic. Okay? If you're typing it, printing it, packing it, shipping it, then we're touching the same paper that you printed out. Okay? Cindy.

Cindy: If you use grant.gov, the question is if you use grants.gov, you must submit also a paper copy with the grants.gov confirmation number. Uh, the answer is no – you must not have to, but you may also submit. And if you do submit that, it does have to have backup electronic submission on the face page. It's really either/or. You do grant.gov or you do mail/FedEx. So it's really either/or, but if you do submit through grants.gov, you can submit backup documentation. It's not a must – you don't have to. So I hope that answers that question.

As far as margins, the margins are at least one inch top, bottom, right, left, the narrative – 26 pages, 12 font. Tables can be 10-font, and that's on page 59.

What is the spacing requirement between lines? It's single-space.

As far as delivery – hand carried copies are not accepted. So they have to be Federal Expressed, or other mail deliveries like UPS or the United States Postal Service. They have to be received in our office by March the 20th. If it's post-dated when we receive it – if it's post-dated March the 19th and we receive it on March the 21st, it is late, and it will not be accepted. So please don't get caught up with it being post-dated on the 19th, because that's not gonna work if we don't have it in our office on the 20th.

If we submit a paper copy, can we insert tabs? Please do not insert tabs, because we do have to send them out to be copied, so we really don't have the time to go through and remove the tabs. So please, no tabs.

Single-space in between the lines.

And the last one – Page 31, the table 4 – Action Plan. On the example, the table doesn't have lines underneath the section headers under Objective One. If you would like to, you can add lines under the objectives under section 1 to do a little division. So you can add lines. And thank you.

Jack: All right, thank you, Cindy. Um, one last thing before we turn it over Barbara. A number of you have submitted questions asking about the Drug-Free Communities mentoring grant. This is not a mentoring grant workshop. If we start answering mentoring grant questions, we're gonna have 400 confused people and 15 knowledgeable people. Uh, that would not be a great use of our time.

The very good news is later on this afternoon, the FY09 BFC Mentoring RFA will post the Sampsa website, and we will post a PDF of that to the Drug-Free Community's website early next week. So it will hopefully be available sometime late this afternoon or

tonight, I would encourage you – don't go camp out on the website and wait for it, because we are the government and we are notorious for missing deadlines, please go there next week and be pleasantly surprised to find it all right?

Barbara Orlando, introduce your great team and take it away, madam. Give Barbara a round of applause guys.

Audience: Clapping.

Barbara: Jack?

Jack: I want my microphone.

Offstage chatter

Barbara: He's the only one who thinks he can walk? Is it on? It's not on, Jack. He broke it – there we go – I was talking.

Hi. I would say Welcome to Washington, but at this point in time you're probably ready to say, "Good bye" to Washington and head out of here, right? And doing that.

So we're going to go through today some of the nuts and bolt. I just wanted him to help me. Technology's wonderful. Thank you. Okay what we have – not going is it? Is this gonna work? Okay. What we have going on today, in Sampsa, we actually split up the division of work on the drug-free communities between two groups. One is CCAP and that's the program side and that's Angela, and that's the team down there, and the other one is with the division of grants management. And in grants management, what we're doing is the business and administrative end of this particular one. Remember Angela when they said we're gonna get to the nuts and bolts of the budget, and Jack's often referred to those "fabulous federal forms", we're gonna go over those for right now.

And so what I'd like to do first off, we do have some of our team members here. I'm going to introduce our team. Up here, sitting behind my name is Karen Warner. She's one of the grants management specialists. I'm not going to go through all of the states each one has, because I don't remember them all that we all have.

In the back I think we have Zachia Jones back here. Up here is Natalie Gibson, she's gonna be the one hitting the slides for me, doing that. And we have an intern that's working with us, and that's Patricia Johnson. There's Patricia. She came in and she's interning and she's moving real fast and we just kind of immersed her into this whole thing of doing it.

But we're going to be using for this point with now – give you a little bit of hint – we're gonna be using the RFA, and you're gonna need to turn to page 44. We're not going to be able to tell you now, go into specifics of every little piece of doing, what should go on the budget, what you're gonna put on your budget individual because your budget should reflect what is in your work plan, and therefore it will be unique and individual to each grant that comes in.

When you are setting up your plan, and you're going through and doing that work plan, one of the parts on the work plan is Resources Needed to Accomplish what you're Saying, and who's going to provide those resources. Now for ten years, and this is coalition work – I ran into someone I used to work with, she now lives in Vermont, we work together when we're both are in West Virginia, and now she's moved to Vermont, she's here today to see about taking this program up there. What we would do is sit there and do it. And we've done it. I wrote grants for ten years. If I didn't write a grant, I didn't put dinner on the table that night. And I mean you guys are there – you understand what that's all about.

And so we'd spend a lot of time setting up our plan, we'd spend a lot of time working on the program and we're really dynamite, we had all these people, and then we've got two days left and what do we do? "Oh my goodness – spend the money." And then we'd sit down and try to figure out, "Okay, if we hire this person, we're gonna do this, and if we do this, we're gonna do that."

Then I got smart, and I started going – "Here's my plan, I should put it in there." So when I have my plan written, I should only have to fine tune my budget. I know what I'm gonna need, both for Federal sources and I'm gonna also know what kind of matched dollars are gonna be provided. It should be in that plan. So these things all meld together, it all works together. And if we can do that kind of thing, then you're gonna be able to answer these questions, and the reviewer's gonna be able to take a look and say, "Whoops," – here it's all planned together. We're gonna get this section F – it's gonna be right there, you're gonna know, and that's gonna be a, as Angela said, a "ding-ding," high-point score. It's gonna help you with that.

So we're gonna right now just kind of go over some of the nuts and bolts. The first thing I want to do is to tell you what's in this RFA on page 44. You're gonna see budget definitions. Here is where we've made some improvements, to say these are what we're talking about when we use certain terms. I'm not going over all of them, I just want to touch what's on the bottom of page 45, and the top of page 46. You guys can read all the rest in doing that.

When we do, in grants management, one of the things we do in the budget is we take and we do a cost analysis of your budget. And we use several things to do that cost analysis when we review them. We look to see what you have asked for – is it reasonable? And we're talking about will this be the amount of money a prudent person would pay for this good or service? And this is going to apply to all your budget items. And we're gonna use, by reasonable, and we're gonna -- and we look at it and try to do it. I am from West Virginia still, there is a little town in West Virginia called Orlando, West Virginia. I bet you none of you guys have been there – even those guys from Wes Virginia. I have the same last name Orlando – I had to check it out. So I go to Orlando – what I would charge for a certain good in Orlando, West Virginia is not gonna be the same as in Orlando, Florida.

So you have to use the cost of the goods where you are. And that's how we would test reasonableness. We would have to say, "Gee, this doesn't sound reasonable to that." And

if there's a problem, we'll call. We'll call and ask you about it is your budget comes through to us – we'll check on that.

You look at page – I gotta make sure – page 46, at the top of page 46, we use "can the funds that you've asked for, what you've for, just can it be allocated to this grant?" That means does it fit into that program, does it fit into this whole, the general broad program that we're talking about. Does what you've asked for fit into that? We're gonna look at that. We're gonna look at it, "Is it consistent?" You cannot charge the federal government a different rate than you charge any other funding source that you get. We may be willing to pay a little more than some of them, but you cannot charge us anymore than that. So you must apply your cost principles right across everybody's funding source that you have, and we look for that.

And the last thing we look at is conformance. Is this an allowable cost? There are certain costs that you cannot charge to the federal government. You cannot buy liquor with federal funds. Oh yeah, wait, right – okay, right. Yeah, yea we can't do it. Any of you allowed to do alcohol compliance checks with youth in your areas? You cannot use that money to buy the alcohol compliance when you go in. Its', it is, it is something that is allowed and you can do it, but you can't use the federal dollars for that youth to go in and try to buy that liquor. So it extends not just to going out and buying a drink when you're out somewhere, it extends also to the program. So you have to think about that.

There is a space on the Sampsa website, under Grants and Grants Management. It has the HHS grants policy guide, and in that will have some of the allowable costs you can have. So if you want to kind of get a general idea, go in there and take a look.

If you submit a budget that has an unallowable cost, we will call you and ask you about that, tell you that you can't have it or email you and say, "You can't do that, do something else with those funds." These rules that we've gone over here apply to both the match portion and the federal portion. So – want to his the next one for me? Go ahead. This is our first show together.

Okay, we've got the components here, we're gonna do the sample budget. The budget consists of the personnel section. I want to just hit a few – if you look at your sample budget, on page 48, we're gonna start with page 48, I am just gonna start going through some of them. What we do is divide it into cost categories. These cost categories here conform to the cost categories on our fabulous forms. And we're gonna show you how to tie all those together.

We're gonna talk about personnel. Just a couple items in personnel. Personnel should only be those people that are working for the agency that is applying to service the grantee. If you use volunteers, but you can't count those Georgia match dollars, volunteer hours – the volunteers do not go in under there. You put them under contract or, depending on what they're doing, but you do not list them – this is only agency here.

The other piece we want to point out is that we are requiring that you put someone in as your program, or project director. You project director you may call them any title you want to back at home, on your budget this is the person that has the day-to-day

responsibility for this program. We would like to have that person called project director in here, and again we'll tie that back to some of our forms. We want this person to be the project director and listed here – we would like them to be listed either as personnel in federal or match. There's two – program director and project coordinator. It's project director on the other form – okay, it's program director is the one. I'm sorry – we had project before. Program director is the person with the day-to-day responsibility for this program. You can call them a project director, you can call them an executive director, but we want the person that's got that day-to-day responsibility to be listed in this budget only as this program director. Your project coordinator, you're program coordinator, that's another position you can hire, but you do not have to have 'em.

This is a sample budget. This is a budget that's meant to be a sample. What we write in here in the amount of money that's in here – that's up to you. It has to be the fair market value in your community. We may have a percentage of effort, if that doesn't fit with what your program needs, you need to make it fit your program. This was just a sample. This is not what we recommend in any way, shape or form at Sampsa, ONDCP or anybody. This is just to give you an idea what we're looking for. We do that. So we want that person on there.

The next one down is fringe benefits. We do allow for fringe benefits, as long as your personal policies for your organization has fringe benefits. We will cover whatever fringe there is. We look for it to be reasonable. So we normally look at around 25 to 30%, based on the salary, as being reasonable. If it is more than that, you know that [3w] piece that they talked about? Write it in there, why it's a little bit more. They're on the side of giving us a little more explanation as to why something has cost more, because we do realize self-insurance costs different amounts of money in different locations for different people, depending on the size of our organization and things. And sometimes that bumps up that fringe rate really high. But we really like to see you do that. We like to see you break down the cost categories for us, as you see on the one. If you look at the fringe, we have the FICA broken out, we have – we don't just say Fringe, this amount, percentage, we break them all out, and that's what we're asking you to do is to set that up doing it.

If you look up travel and look under the travel section, you must put in the required meetings – that's the new grantee meeting and another meeting that's in the western area, since he don't have the other one set up we're asking you to use that as a sample so that you know. When you put your travel cost in it, you need to break that down. Don't just say, "Going on this trip and this is what it's gonna cost for two people to go." We need to know how much the hotel, your travel, whether it's airfare, private vehicle, whichever it's going to be, set those up. We need to have it setup so that uh, the food, the per diem rates – whatever you have setup , you need to put in there. So break down your costs for us, because that's the only way we're going to be able to tell if they're reasonable for what you're doing.

If you want to go in and get some idea of where to start on some of the cost of it, we realize things change when you have a budget, you know. You put in there that you're gonna fly somewhere and it's $400.00, and then, you know, they bump it up again to $800.00 – we realize that. You know, you're doing your best to come in, so what we're

gonna – you can make some changes and adjustments – this is not what you're gonna be wed to for the entire time because things change. You're coming in almost a year ahead of time. Nine months ahead of time, so you can make the changes as you need, but that's a process that we go through in post-award, and we're not gonna cover post-award today on 'em, just because you're here to find out how to get the aware, rather than what to do if you get it. That's covered at the new grantee meeting. Okay? We're gonna do all those.

But we want you to know that, you know, we're flexible in doing that, but go to the GSA website and it's on that paper that has the useful websites. And that can give you some idea for per diem costs and different things that way, so that you've got some idea of where you're going it'll show you that, give you some idea of how to get started. That's what we use to kind of judge the reasonableness of some of the travel things you have on it.

After travel we have equipment. Equipment depends on what your definition in your accounting policies is for your organization. Federal guidelines are "any equipment that – anything that costs over $5,000.00 and has a different useful life, has a useful life, I think it's more than one year, cost is listed as equipment, but you need to follow the guides and accounting guide for you agency. I worked for a city and equipment was listed as anything that costs over $500.00. That was in their accounting guide. So all of my grant applications, anything I bought that was over $500.00 was listed at equipment. You can put that in the justification piece, saying "our accounting procedures list equipment as anything over X number of dollars. And then we'll know in doing that. But you follow those guidelines.

You can request equipment if you request a large item of equipment, such as a $25,000.00 or $30,000.00 copier, and you all kind of giggle – can you guess I've had that happen before? Someone did. You need to tell us why you need a copier for that kind of money, why you aren't leasing the copier, why it's cheaper for you to buy this copier for a length of time, rather than it is to send it out. And more importantly, why can't we get one of those 12 Scepters to do that copying for you and you count it towards that match requirement that you have. So there's some things that you need to look at again for that reasonableness.

Supplies – we generally list that as anything that is under $5,000.00 and has a one-time. So that's pens, pencils, items of that nature you can follow this example with it and set them up.

The next one we get is contracts. Contracts are allowed with this program. I'm on page 52. Contracts are allowable. You need to – don't just say we want a contract for A, B, or C, and it's gonna cost $22,000.00. You need to let us know what A, B and C is gonna cover. You may not have the contract out there, you may not know who's going to get the contract because you may have a competitive bid process that your agency requires you go use, and you can't sole source it, you can't say, "Oh we're gonna give it to this person or that person. You can list it as "To be determine," but you're going to have to have some idea of what the scope of work for that contracts going to be. So therefore that's where we're asking you to give us that explanation. Tell us what it is. If you're bringing in someone to provide a training, and you're going to do that and you've got uh,

the forty fundamental assets training out of Search Institute – say you want to do something along those lines --- and I'm not – I'm using these as examples, I am not endorsing any one – I just want to make that clear – I'm not endorsing that over anything else or anybody, I'm just – happens to be one I thought up when I was talking to you.

You can go online and find out – how much would it cost us to bring that trainer in there, how much would it cost for them to get here?   You know, general idea of what it's going to cost to have that training brought into my community. We want that broken down and for you to explain that to us. The more you can give us that breakdown in doing that, the easier this will flow through the process. When we have to stop and say, "Gee, what did you mean by that, or "could you give me more information?" It holds up that process of getting those awards out and looked at. It's not gonna kick you out, it's not peer reviewed, remember, the actual things you ask for we ask – they're gonna look at that narrative and justification piece to tie it. They're not gonna look at, "Did they spend the money this way or that way, but it's gonna hold that process up, and we want to make that as smooth sailing for you all, and for us too. It just helps everybody make that transition and going for it. So we need you to break all those down.

I want to just point out one thing: if you have a media contract that you set out and you see one of the examples is a media contract and you get ads – please break down about how many ads you're gonna get and about what it's gonna cost for ads. You can get that from any media source that you use. But if you put a contract together for a media source and you don't get at least a one-on-one match, you haven't written that contract very well, because usually most media sources will match a non-profit. So usually if you buy one, usually they'll give you one free. And did you hear the word I used? They use that to match on that contract – you can toward that towards your match, if that media source will provide that one on one thing for you. So you should be able to get that – that's a good one if you're doing some media stuff with it.

Um, we go to page 54 – construction is not allowed, so remember I told you some of those costs that could be allocated to a program? You cannot allocate any construction costs to this program. Don't even bother put it in cuz it's not gonna go anywhere. Then we his this really wonderful category called Other. And guess what Other means? If you can't fit it into one of the other categories, it goes into Other in doing that. That's a lot of times your rent, your telephones, surveys, you know, different things along those lines. You may charge rent for this program – it needs to be done based on an allocated basis. Remember that consistency I talked about? If you're gonna charge other sources by the FTE, you've gotta charge us by the FTE. If you're gonna charge square footage on the other source, you gotta charge us square footage. That's if you're breaking up your rent and things like that. So this is what we're looking for in here. So you need to put in here, you know, the number of square feet, the cost, you know, however you're doing that we would really like to see a breakdown with it, in setting those up.

On page 55 you see this one – it's right in the middle of the page – it says "Total Direct Cost". Those total direct costs, that is the sum of all those little vignettes, all those cost categories we just went through, you 're gonna add all those up, and those are the costs that can be directly charged to this grant program. That's what a direct cost is. And that goes in here. Then we have this other piece called indirect costs. Indirect costs are not

those costs that – is not the money you have left over that you didn't know where to put. I've had that happen too. Say, "Where did you come up with this?" "Yeah, I have that money left over, so I just put it in there." No, indirect costs are those costs that can't be directly charged to the program. And you need to have a negotiated indirect cost rate with a federal entity. It's called a federal cognizant agent – it is the group that you get the most federal funds from. And the reason I do that – a lot of school districts will get most of their federal funds from the Department of Education. Hospitals usually Health and Human Services. Tribal entities the Department of Interior. So you have to have some kind of indirect cost rate agreement with them.

If you have an indirect cost and you're claiming and indirect cost – if you don't know whether or not you have an indirect cost rate agreement, your accounting division will know that, and they will probably tell you upfront you have to put this on there with it. They'll let you know that in doing that. You need to put a copy of that indirect cost rate agreement in with your application. It doesn't count on you 26 pages, but we need a copy of that indirect cost rate agreement, because we have to go through and verify that's what it is.

The last piece on indirect that I'm going to give you is that Sampsa does not accept research indirect cost rates. So if that's what you're going to put in for it, you can't have that. This is not a research grant, we will not accept it. And that usually comes from the universities and some hospitals, they'll have it, but a lot of times they'll also have another non-research rate, or they'll have an on-site rate, so you gotta do that. The other piece that that ties to is your contracts. If you have a contract with a university to do your evaluation piece, and they charge an indirect rate, they can do that, you cannot pay the research rate. So that particular indirect thing of non-research rate goes down to any sub or sub-contracts that you might give out. So you need to work with them to do that.

The last – they only have table 21 on page 55, and this is your budget summary. Basically what we've asked you to do is when you've gone through and spelled out all those things that we had before under the personnel and you've broken all that stuff down, we've asked you to put 'em in a table form. And how many times do you want to guess that the numbers that are put on these pages that we just went through don't match the numbers on this table? Guys, they need to match, okay? So they need to match and go with them. And so we want to make sure all those tables match up in doing that. But it's just – really that's all it is is a summary of the total from those ones that you have before.

Then if you will turn over onto page 56. Here's where we start getting interesting. This is your calculation of your future year's funding. And know we've had a couple of questions regarding this particular one, about showing some of the match and what to ask for and things this way. When you do your budget and set up your program, you're going to ask, just because you are allowed have up to $125,000.00 that you're allowed to ask for that, if you don't need that for the year, you really should only ask for the amount of money that you need to complete the program that you have submitted to us.

Now you don't get extra points if you're saying, "Well let me put in for $124,956.00, because then, that would be, you know, a little bit less and they might look a little bit

more favorably upon that? No, it doesn't work. Put in what you need. If you need $125 – if you come up with $124,956 – find the other $44.00 and put them in – it makes it just a little easier for everybody, but you can, you know, $44.00 isn't a lot but you really need to asked what you've got for.

Then we're gonna come back over here and we're gonna hit this calculation of future funds. What we want you to do, and by no means does your budget for any out-years or continuations need to really look this, we'd like you, though, to start thinking ahead, just like we said – you don't have to turn in. This one you do have to turn in as part of your budget, but we want you to start thinking ahead, about your future years in doing that. One of the questions that we always get in this, and I will tell you – don't be afraid that you're not going to make the match. On your future years, we encourage you to ask for the $125,000.00 If you are awarded a grant, and you fill in your continuation and you find you only need $110,000.00 to do it that year, you can always kick it down, but if you come in at 110 and say "Well my social norms campaign is costing more this year, and I have more money?" We aren't able to give you more money. We can give you less, but we can't give you more.

So what we want you to do is really just seriously think – and we don't want you to feel – we want you to do what you need to do. We want you to have it there in the future. So we encourage you to please try to lay it out so that you can think of doing that. So we're gonna put that calculation of future years in here.

Okay on this calculation of future years, we want you to show any increases and decreases that you may have. You have to follow some policy procedures – you can't just decide, "Mm, I think next year I'm gonna make, uh, $200,000.00" and see if that won't work. No, you have to have some policies in, you know, in looking at it and doing that. So we're gonna want you to put any increases and decreases and why they occur, and you'll see, I think the sample has in it like rent. You know, your lease, it goes up after three years, and that's normal in doing that.

We also want you to list the maps that you anticipate. And one of the pieces that we would be looking for on the program side of this is we would anticipate that your involvement from your coalition and your sectors, that their involvement would grow. You guys are doing good work – people are gonna flock to you when they find this out. And they're gonna want to help you and do things. So we would expect to see that part of the uh, budget involvement grow. And that's where we would see some of that – that we're gonna see that grow, that that coalition goes with it, and set them up.

Your non-federal match. This is always one of the biggest questions, no matter where we go in doing this. When we say, talking non-federal match, we are talking about those funds or services, in-kind services that are donated to your group for this grant program only, that come from a non-federal source. It is up to you to determine if any state funds that are being donated, whether they're coming straight to you, or whether they're coming through the school system, you need to find out what was the origin of those state funds. If it was your state treasury, state legislation, you can do it. If it turns out that it was a federal source such as your SPIFSIG money – a lot of you have SPIFSIG money, that's [5w] State Incentive Grant -- it goes to the state and then goes down to communities for

coalition-building. That money is a federal source. Tobacco settlement money is not a federal source. It's national monies, but it did not originate with the federal government, it originated with private companies. So you may count any tobacco settlement money that you're using for tobacco prevention efforts, or how it fits into your group that way.

Matches not required category for category. If you look at your sample budget you'll see that it doesn't – we don't have the amount of money we're asking for in personnel. In the federal one, does not match, is not the same amount, it's the bottom line, you know that total – that's where the two have to match up. Your budget and your calculation of future year funds, this is based on just needing the one-on-one match with it. In-kind donations can be used as match. It is based on, as Jack said earlier, the fair market value for services or goods that are donated to you. If you used a school, a lot of times the schools will charge a for-profit group to use that school – they'll charge them $800.00 to use the school, but they'll charge a non-profit $100.00. You as a non-profit can only match it the $100.00 So that is the fair market value for that resource in your community.

Match can be made up. There is no typical match donor. No typical match donor because remember we talked about your being unique, your budget's going to be unique, depending on what your program is. So what works in your community is not going to be the same in each community. You may have some similarities, but you're going to have to find out what it is. So we can't really tell you what's a typical donor – we can only just say that is why you need to use that plan to help design those resources that you need and where you can get them and that will help you do that in setting them up. You cannot use federal funds, you cannot use past refunds as we did.

Matching costs – this is real important. Matching costs – if you can't use federal dollars to purchase the good or service you can't count it towards your match. You cannot use federal dollars to fund-raise on any kind of thing and that includes time or whatever. If I'm paid by this grant, I can't design a fundraising event for it. So I can't go that. I can't count any donated time, any donations to a raffle or whatever it is, if it's a fundraiser. I can't count that. I can count the proceeds from that raffle. See what I'm saying? I can't anything that's directly tied to the fundraising event itself, but any money that's raised and donated back to me, I can count on the match. So that's what we're talking in here, that's just an example of some of that in using those funds that way, we can do, doing that.

I want to remind you, the sample budget and the calculation of future year funds is designed for those grants that are crying for one through your six, and you're required to have a 100% match. It can be in-kind donations, it can also be cash donations. Could be a combination of the two, but it's a one-on-one match -- for every federal dollar spent you have to have one federal dollar in match. If you are coming into your six, and you're going to be looking at your 7,8, 9, and 10 the your calculated out years, your 7and 8 are required to have a 125% match, so that for every dollar of federal dollar you get, you have to show and demonstrate $12.5 in match. And for year 9 and 10, it's 150% match. So for every federal dollar you have it must be $1.50 that you're showing in match.

Okay so now comes the really fun part. This is my favorite part of the day. We are going to take this document that you have. You know, I told them we should be like those WWF girls. We're using this form. We are going to be hitting the part of the afternoon

that is really not a snoozer, guys. After – this is really great.   So I get to come in and talk about money, which usually perks everyone up. And then we get to talk about fabulous federal forms in doing it.

We are the federal government, we love forms. The first thing I'm gonna ask you, how many of you have filled out a federal income tax form? Whether you do it yourself, you've done it and you know, what is that TurboTax type of thing – have you filled out those forms? If you have filled out those forms, you can fill this one out too. This is not near as complicated, nor as punishable if it's not right, as if you didn't do your income tax correctly. So we'll start on that premise that we can, we can do this, cuz we know form, and love form in doing it.

This is the official grant application. Making an error on one – we're gonna go through this, this thing page by page. This is the grant application that we have up here, Natalie has it up here for us. Does everyone have one? Or the group of you have one? Is anyone missing one? You're missing one? Okay, if you would raise your hand we'll them – our CCF project officers will help out. Here – we need one up here --- because I really need you to do this.

Missing something in and out of this form, putting the wrong number on this form, putting something, a type on it – you know, we all say, we're filling out a grant application, if I am the funder and I tell you to cross the I's and dot the T's, what am I gonna do? I'm gonna cross the I's and dot the T's. We were laughing today and said, if I tell you as the funder to stand on one foot and sign that form, I'm gonna do that, right? So what I want you to do on this one is know that if you do make an error on one of these forms, that in and of itself is not going to be a criteria that's going to put your grant out. It's not gonna kick it out of being reviewed, it's not gonna do that – not using this document will. You have to use the forms in this document, and you have to use these or, it will get pass. It will be uh' kicked out. It will not go to peer review. In doing that. So we're gonna talk about the 5161-1. You wanna take a break? Okay. Now that we've all got this document and I've made sure we're gonna do it, we're gonna take a station break. You need one? We're gonna take a station for a few minutes. Those of you that need the form let us know we'll get it while they're taking a .. our sound people need a break and etc. 7 minute 7 minute break